

## Minutes of Courthouse Facilities Improvement Authority July 8, 2014

The Board of Directors of the Courthouse Facilities Improvement Authority met on Tuesday, July 8, 2014 in the Judge L.D. Egnor Conference Room of the Courthouse Facilities Improvement Authority. President Joe Alongi, called the meeting to order at 10:02 a.m. A quorum was established with the following persons participating: CFIA President Joe Alongi, Assessor, Hancock County; Jason Nettles, Assessor, Calhoun County; Cathy Gatson, Circuit Clerk, Kanawha County; Betsy Castle, Circuit Clerk, Preston County; Diana Cromley, County Clerk, Mason County; Janice Cosco, County Clerk, Marion County; Tim McCormick, County Commissioner, Ohio County; Steve Tanner, Sheriff, Raleigh County; Tom McComas, Sheriff, Cabell County. Also present was Melissa Garretson Smith, Executive Director of Courthouse Facilities Improvement Authority. Participating via telephone was Patsy Noland, Secretary of Courthouse Facilities Improvement Authority and County Commissioner of Jefferson County.

Guests present were Detlef Ulfers, Engineer for Raleigh County and a representative of Allegheny Restorations.

Minutes of the previous meeting held via conference call on April 24, 2014 were reviewed and a motion was made by Sheriff Steve Tanner and seconded by Tom McComas. Upon voting, the minutes were unanimously approved.

Melissa Garretson Smith, Executive Director of Courthouse Facilities Improvement Authority, provided a financial update of the CFIA, reporting that as of May 30, 2014, the account balance for CFIA was \$4,319,520.47. A motion was made by Janice Cosco and second by Tom McComas to approve the financial report. Upon voting, the motion was unanimously approved.

A grants update was presented by CFIA Executive Director, Melissa Garretson Smith. Director Smith reported that three requests for extensions were received for consideration by the CFIA Board of Directors.

CFIA Executive Director, Melissa Garretson Smith, reported that the installation of the state's new financial system is complete and provided a brief overview of the new system. Ms. Smith reported that she has attended several classes offered at West Virginia State University and plans to attend additional classes to learn more about the OASIS system. Payroll will not be live until after January 2015.

President Joe Alongi provided an update on the mapping legislation and reported that there will be a 30 day comment period that will commence shortly. After a lengthy discussion, the Board determined that the President and Melissa will work on a comment to submit on behalf of the Courthouse Facilities Improvement Authority to be provided via e-mail to members for approval prior to submitting the comments.

Executive Director, Melissa Garretson Smith, reported that the Safety Committee comprised of Melissa Garretson Smith, Joe Alongi and Commissioner Mike Pierson reviewed the facilities checklist and other than replacing some light bulbs and maintenance of the air conditioning unit, there were no other issues to report. A motion to accept the report was made by Sheriff Steve Tanner and second by Janice Cosco. Upon voting, the motion was unanimously approved.

Pcard purchases were presented by the Executive Director, Melissa Garretson Smith and upon motion by Tom McComas and second by Betsy Castle, the Pcard purchases were unanimously approved for purchases during the months of March, April and May 2014.

Raleigh County Engineer Detlef Ulfers and a representative of Allegheny Restorations were present to request an extension of time for completion of the 2013, 10<sup>th</sup> cycle Grant. The request was made to extend the deadline to February 28, 2015 due to the complicated nature of the project. After a lengthy discussion, a motion to extend the deadline until December 31, 2014 was made by Tom McComas and second by Betsy Castle. Upon voting, the motion was unanimously approved. The motion also included that Raleigh Co. shall only make one request for reimbursement for this grant and the project must be completed. This shall be their final time extension allowed by the Board.

CFIA Executive Director, Melissa Garretson Smith, presented two additional requests for time extensions for completion of CFIA grants.

Lewis County requested a 30 day extension for completion of their grant due to the SHPO approval being delayed. A motion to approve the request from Lewis County was made by Janice Cosco and second by Diana Cromley. Upon voting, the motion was unanimously approved. Their new deadline is August 31, 2014.

Barbour County requested an extension for completion of their 10<sup>th</sup> cycle grant until January 31, 2015, citing issues with SHPO requirements. After a brief discussion, a motion was made by Tom McComas and second by Diana Cromley to extend the time for completion of the grant to December 31, 2014. Upon voting, the motion was unanimously approved. The motion also included that Barbour Co. shall only make one request for reimbursement for this grant and the project must be completed. This shall be their final time extension allowed by the Board.

Executive Director, Melissa Garretson Smith, presented information received from Brian Helmick, Attorney with Spilman, Thomas and Battle Law Firm regarding fees to be charged for requests of the needs assessment. Board members discussed how to address questions in reference to requests for information. After a discussion of the fee options and questions regarding whether the request met the specificity issues, it was decided that a three person Ad Hoc Committee be appointed to address questions regarding whether the information requested meets the specificity guidelines for providing the requested information. President Joe Alongi appointed an Ad Hoc Committee consisting of President Joe Alongi, Sheriff Steve

Tanner and Director Smith to address questions relating to whether the request for information met the specific guidelines as required.

A motion to allow the Executive Director the option of providing a CD at fifty dollars (\$50) per county or fifty cents (\$.50) per page for a hard copy of the needs assessment, plus \$50 per hour for staff time, was made by Mason County Clerk, Diana Cromley and second by Preston County Circuit Clerk, Betsy Castle. Voice vote, motion carried.

There being no further business, a motion to adjourn was made by Janice Cosco and second by Sheriff Steve Tanner. Upon voting the motion was unanimously approved and the meeting was adjourned at noon.

The next meeting date is October 20, 2014 at 10 a.m. at the Courthouse Facilities Improvement Authority.

Minutes respectfully submitted by CFIA Secretary Patsy Noland.